

**House Committee on Appropriations
Subcommittee on Energy and Water Development
Instructions for Submitting FY23 Request to Testify at Member Day and Testimony for the Record**

The Energy and Water Development and Related Agencies Subcommittee Member Day Hearing has been rescheduled from May 24 and will now be held in a virtual format on **Wednesday, May 25, 2022**, at 11:00am Eastern time via the Zoom platform.

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Wednesday, May 18, 2022, by 6:00pm Eastern time.

Please submit a request to testify by email with the subject line: "Request to Testify – Member Day" to Will Ostertag (will.ostertag@mail.house.gov). Please include the following information in the email:

- Staff contact information, including cell phone number.
- Each office with a participating Member must submit technical information, which will be requested of the office once the Subcommittee has received the request to testify.

Each Member will have 5 minutes for oral remarks. **Written testimony must be received by 6:00pm Eastern time on Thursday, May 19.**

Members who are appearing before the Subcommittee should be aware that their written testimony will be publicly posted 24 hours prior to the hearing. The order of appearance and additional hearing details will be provided prior to the hearing.

If the Member wishes to submit written testimony for the hearing record, please provide such testimony to Will Ostertag (will.ostertag@mail.house.gov) by 6:00pm Eastern time on Tuesday, May 24, 2022.

All written testimony must comply with the following guidelines:

- Testimony should not exceed five pages, single-sided.
- Testimony must be double-spaced on 8.5 by 11 inch paper, with one-inch margins with a 12 point font.
- Please indicate the Member's name and district at the top of the first page.
- Do not include color or detailed photos as the hearing volume will be photographically reproduced. However, the use of charts and tables and the use of appropriate bold type and bullets are acceptable.

If you have any questions, please contact Will Ostertag on the Subcommittee at will.ostertag@mail.house.gov.